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8 JUN 1959

MEMORANDUM FOR: Chief, Printing Services Division, OL.

SUBJECT : Preparation of Envelopes for the Distribution  
of OCI Daily Digests and Weekly Summaries.

1. It is requested that your Division provide the printing and addressing of envelopes and receipts for the distribution of OCI Daily Digests and Weekly Summaries.

2. In the course of discussions with representatives of your office it was suggested that the details of this job be arranged in the most advantageous manner for an address-o-graph application. For this reason eleven lists have been prepared for the envelopes and receipts required. In discussing the proposed arrangement with OCI, it was decided that the envelopes and receipts prepared in daily and weekly sets for each month would be preferable. Envelopes and receipts sufficient for a month's supply should be delivered one week in advance. The address is:

OCI 25X1

2028 Que Bldg.

3. From time to time it will no doubt be necessary to modify the lists as changes to the distribution occur. Deletions and additions will be submitted in memorandum form by OCI. If questions should arise regarding any of these arrangements, [redacted] (extension 3074) should be contacted. <

25X1

4. The cost of this service may be charged to OCR account code 522, if necessary.

25X1

[redacted]  
Chief, Document Division, CR

Attachments: As stated above.

Distribution: Orig. - 1 Addressee  
1 OCI  
2 PB  
2 DD

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TAT:ym (4-6-59)